

## **2005 IAMSLIC Annual Conference Poster Instructions**

### **Instructions for preparing a poster**

Posters are an important tool for presenting your information at the IAMSLIC conference. They can have a lasting impact on the audience encouraging dialogue and exposing people to new ideas. Please follow these guidelines when preparing your poster.

### **Basics**

Keep it simple. Make every thing bold and large. Craft your message for people who are not familiar with your subject. Consider symmetry when laying out your poster, try to balance elements like text boxes, images, etc, so they flow and look pleasing. Seek peer review for your poster, for content, design, and readability.

### **Content**

### **Heading**

The poster heading should include the title, author's name, affiliation and contact information. Authors should include the logo of their institution or organization and their own photo as that can be helpful if the author is to be identified at the poster session. The title should be at least 60 point (readable from 5 m) and have surrounding space for clarity. Do not use all upper case letters as it will be more difficult to read. A sans serif style, such as Helvetica or Arial, is recommended. Do not use more than two font types as it will be quite distracting.

### **Body**

People move about from poster to poster, so the text should be concise, comprehensible and easy to read. It should not simply be the text of an oral paper as a "poster". All descriptive text must be in English. Do not show masses of data compressed in tables. Quantitative data can be presented as histograms, line or pie graphs. Avoid too much information in text and tables; summarize using bullets and multiple smaller tables. The text must be large, at least 24 point (readable from 2 m). Use Times Roman or another serif font for the main body text. Use similar font size for chart axis titles, to match the text.

### **Colour**

Colours should be used to emphasize and add interest. Pick colors that blend or coordinate well with one another. Text color should contrast well against its background.

### **Figures and Photographs**

Just a few good quality as eye-catchers are usually sufficient. Labels or arrows should be bold and easily seen. Put captions under all graphics and credit photos when possible.

### **Poster Size**

Please limit your poster size to 32" x 44" or 80cm x 110cm which can be either portrait or landscape. Larger sizes will NOT be accommodated without prior arrangement as space is limited.

### **Poster Set-up and Special Poster Session**

Poster setup begins on **Monday, October 10, 2005 at 2 p.m.** Presenters are required to assemble and disassemble their own poster. We will provide poster hangers for each presenter to hang their poster. We will provide tacks, push pins, clamps, and/or tape, as needed.

Posters may remain up through the end of the conference. There will be a Special Poster Session on **Wednesday, October 12, 2005, from 10.30 a.m. to 12.00 a.m.** During the Special Poster Session authors are requested to stand by their posters for discussion and questions.